



# Department of Defense INSTRUCTION

January 12, 1987  
NUMBER 1432.3

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USD (A)

SUBJECT : Small Business Awards Program

References: (a) DoD Directive 4205.1, "DoD Small Business and Small Disadvantaged Business Utilization Programs," June 21, 1984  
(b) DoD Federal Acquisition Regulation Supplement, subpart 19.201, April 1984

## A. PURPOSE

This Instruction:

1. Establishes a DoD awards program to recognize those individuals in the Department of Defense who have made significant contribution to the Small and Disadvantaged Business Utilization Program.
2. Prescribes eligibility, criteria for nominations, and selection in accordance with reference (a).

## B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, and the Defense Agencies.
2. Applies to all DoD employees, military and civilian, who have been appointed in accordance with reference (b) and are serving in either a full-time or part-time capacity as Small Business Specialists and are eligible for an award.

## C. POLICY

It is DoD policy to recognize DoD military and civilian members for outstanding contribution to the DoD Small and Disadvantaged Business Utilization Program with the following:

1. An engraved plaque shall be presented to and retained by the most outstanding eligible individual from each of the Military Departments and Defense Agencies.
2. A plaque also shall be presented to the activity that the Small Business Specialist represents.

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D. RESPONSIBILITIES

1. The Director of the Office of Small and Disadvantaged Business Utilization, Office of the Secretary of Defense, shall:

- a. Convene and chair annually a Small Business Awards Program Board.
- b. Receive nominations and monitor the Small Business Awards Program.
- c. Promulgate amplifying guidance on recognition criteria and award procedures.
- d. Provide award plaques.

2. The Directors of the Office of Small and Disadvantaged Business Utilization of the Military Departments and Defense Agencies shall:


- a. Nominate an individual by April 1 of each year.

3. The Small Business Awards Program Board shall:

- a. Formulate procedures and criteria for operating of the awards program in accordance with enclosure 1.
- b. Evaluate nominations and select not more than one individual from each of the Military Departments and Defense Agencies.

F. EFFECTIVE DATE

This Instruction is effective immediately.

  
ROBERT P. GODWIN  
Under Secretary of Defense  
(Acquisition)

Enclosure - 1

- 1. Award Criteria and Procedures

AWARD CRITERIA AND PROCEDURES

A. AWARD CRITERIA

1. Nominations shall be based and evaluated on individuals as follows:
  - a. Success in meeting assigned Small and Disadvantaged Business Program goals.
  - b. Implementation of unique initiatives.
  - c. Other outstanding service or significant contribution to the Small Business Program.

B. SUBMISSION OF AWARD

1. Nominations shall be submitted to the DoD Office of Small and Disadvantaged Business Utilization by April 1 of each year.

C. AWARD

1. The award shall consist of the following:
  - a. An engraved plaque for the individual.
  - b. An engraved plaque for the individual's command.